

PART 2, CHAPTER 36

APPENDIX

TABLE OF CONTENTS

36.1 OVERVIEW	36-1
36.2 PROCEDURE	36-1
36.2.1 Appendix Divider Page	36-1
36.2.2 Correspondence Contained in the Appendix	36-2
36.2.3 Types of Correspondence Not Included in Appendix	36-2
36.2.4 Types of Support Material Usually Found in Appendix	36-3
36.2.5 Types of Support Material Not Included in Appendix	36-3
36.2.6 Material Incorporated by Reference.....	36-4
36.3 REFERENCE	36-4
36.4 HISTORY	36-4

PART 2, CHAPTER 36

APPENDIX

36.1 OVERVIEW

An Appendix is included in both the Draft and Final Environmental Documents of Environment Assessments (EA) and Environmental Impact Statements (EIS). It is the final section of an EA and EIS ([Part 2, Chapter 1, Document Format and Table of Contents](#)). The Appendix contains correspondence with agencies and other stakeholders (letters, emails, memos, etc.) during the PD&E Study. The Appendix should contain support material pertinent to the project study. This may include small reports, listings (e.g., wildlife species common to the project area), letters of agreement, Memorandums of Understanding, Referendums, etc.

The material found in the Appendix should provide a sense of order and logic to the project development process.

The Appendix **does not** contain any letters between the Florida Department of Transportation (FDOT) and the Federal Highway Administration (FHWA), internal FDOT memos, or letters between FDOT and its consultant.

36.2 PROCEDURE

36.2.1 Appendix Divider Page

On the Appendix divider page, a listing should be provided of all correspondence and other document support material contained within. If the Appendix can be broken down into Pre-hearing, and Post-hearing type correspondence then this should be done. Material contained in the Appendix must be numbered for ease in referencing. The segregation of letters, into federal, state, and local groupings, or by chronological order, or some other category, is up to the analyst.

Provided below is a sample of the type of listing generally found on the divider page.

Appendix

A-1	Department of Environmental Protection (Letter)	1-2-16
A-2	Department of Community Affairs (Letter)	1-6-16
A-3	United States Coast Guard (Letter)	1-6-16
A-4	Any County Commission (Resolution)	1-10-16

36.2.2 Correspondence Contained in the Appendix

The following is a list of correspondence that is generally found in the Appendix:

1. Letters from state agencies
2. Letters from state elected or appointed officials
3. Letters from local agencies and officials
4. Letters from statewide and regional clearinghouses
5. Letters from federal agencies
6. Letters from federal elected or appointed officials
7. Letters from cooperating agencies
8. Letters from citizens groups
9. Letters from private interest groups
10. Letters from U.S. Department of Transportation

36.2.3 Types of Correspondence Not Included in Appendix

The following list of correspondence is **not to be included** in the Appendix of an Environment Document.

1. FDOT internal comments on environmental documents
2. FDOT internal comments on engineering documents
3. FDOT internal comments on document support data
4. FDOT internal transmittal memorandums
5. FDOT transmittal letters to external agencies
6. FDOT transmittal letters to FHWA
7. FHWA comments on environmental and engineering documents
8. FHWA internal comments on environmental documents
9. FHWA (Region and Washington) comments on environmental documents

10. FHWA internal comments on engineering documents
11. FHWA internal comments on document support data
12. FHWA transmittal letters
13. Planning or Programming Screen Summary Reports

36.2.4 Types of Support Material Usually Found in Appendix

The following is a list of the types of document support data usually incorporated into the Appendix of an Environmental Document. The analyst should note that this list is not all inclusive.

1. Lists (i.e., Lists of species, meeting attendees)
2. Resolutions
3. Letters of Agreement
4. Memoranda of Understanding (i.e., **Section 106 - Historic Preservation Act**)
5. Special Reports
 - a. Material prepared in connection with the environmental document which substantiates an analysis and is not contained under separate cover;
 - b. Material which is analytical and is relevant to the decision to be made and is not contained under separate cover; and
 - c. Material which, due to its nature, should be circulated with the environmental document.

Items 5a through 5c are rarely used since most, if not all, of the support data and analysis developed for an Environmental Document is contained under separate cover and incorporated in the document by reference.

36.2.5 Types of Support Material Not Included in Appendix

The following is an example of the types of technical reports or memoranda which are **not to be included** in the Environmental Document, but are referenced in the Environmental Document and included in the project record.

1. **Noise Study Report**
2. **Natural Resource Evaluation**

3. ***Contamination Screening Evaluation Report***
4. ***Conceptual Stage Relocation Plan***
5. ***Preliminary Engineering Report***
6. ***Traffic Report*** or Technical Memorandum
7. ***Location Hydraulics Report***

36.2.6 Material Incorporated by Reference

Material contained under separate cover should be referenced in the Environmental Document. Reports and studies referred to in the Environmental Document must be readily available for public review at the District office. An exception to this is during the public availability period of the document, when the document and support documentation are placed in other locations for public availability ([Part 1, Chapter 11, Public Involvement](#)).

36.3 REFERENCE

40 CFR §1502.18, Appendix

Federal Highway Administration (FHWA).1987. Guidance for Preparation and Processing Environmental and Section 4(f) Documents, FHWA Technical Advisory T6640.8A

36.4 HISTORY

1/12/2000, 8/26/2008, 9/19/2009